

## **WORK STUDY POSITION AVAILABLE**

**Department: Child care and Education**

**JOB DESCRIPTION:** Assist with book orders, some typing, filing, internet research, photocopying, light cleaning  
**-some evenings and weekends may be required**

**ELIGIBILITY:** See Financial Aid Office

**SKILLS REQUIRED:** Dependability, professionalism, good organizational skills, typing, and proofreading. Confidentiality is a must. Must be able to work independently

**HOURS PER WEEK:** 10-15

**CONTACT FOR INTERVIEW:** Pam Stowe/Child Care. 333-6672 or e-mail:  
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